

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

September 22 - [City Council Meeting Agendas](#)

## Looking Ahead

*Most boards are holding meetings virtually. Check the [meeting calendar](#) for updates. [Click here for how to submit or make public comments during virtual meetings.](#)*

Tuesday, September 15:  
Economic Development Authority; Planning Commission meetings

Thursday, September 17:  
Tourism Board; Board of Architectural Review meetings

## Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#) (news releases)
- [Get Alerts](#) (notification system)
- [Mobile App](#)
- [OpenGov](#)
- **LISTEN!** [Rouss Review NEW](#) episode (City's reopening)



The City's annual 9/11 Commemorative event at Jim Barnett Park was canceled this year due to COVID-19. However, a virtual event was held in the form of a video and released on social media.

[Watch](#)

## City Manager's Highlights

City buildings reopened to the public this week. Watch this [video](#) for a tour of new and hard to find office locations.

Council resumed in-person meetings. Live video was available on [Facebook](#) and [YouTube](#).

The [indoor pool](#) opened for lap swim, general swim and aqua fitness classes.

Began working with United Way to distribute CARES Act funds to residents needing rent or mortgage assistance.

[More Info](#)

# Public Safety

## Winchester Police

- Attended Law Enforcement Trauma training and advanced Fire & Rescue training.
- Installed Officer Hunter Edwards memorial bench in garden outside Timbrook Public Safety Center.
- Attending sniper training and Field Training Officer instructor school.
- Researched and drafted AED policy.
- Produced the new episode of the DEFROST podcast. [Listen](#)
- Held applicant testing; moved one applicant to polygraph and one candidate to background.
- Crime stats:
  - Crimes against persons (felony) - 2
  - Crimes against persons (misdemeanor) - 11
  - Burglaries (residential) - 1
  - Burglaries (commercial) - 0
  - Property crimes/other - 33

## Winchester Fire and Rescue

- Conducted Shift/Station training at the Regional Training Center.
- Attended the September 11<sup>th</sup> event at Mission BBQ and conducted public education on site.
- Met with Interstate Rescue for joint training for Winchester and Frederick County Fire and Rescue Departments.
- Met with HR to discuss Battalion Promotional Process.
- Worked with construction companies to plan for classrooms at the Regional Training Center.
- Presented quarterly report to City Council (9/8) regarding the Fire and Rescue Master Plan recommendations developed by the consultants that were hired to perform the department study.
- Completed Deputy Fire Marshall selection process.
- Met with Communications Department about public outreach videos for Fire Prevention Week.
- Attended court case for arson fire from 2019.
- Conducted training for modified duty personnel on training on large format scanner and electronic storage for building plans and their fire suppression systems.

Police Activity	#
Calls for Service	637
Directed Patrols	17
Directed Patrols (OTW)	1
Extra Patrols	30
Extra Patrols (OTW)	0
Alarms/False Alarms	32/32
Crash Reports	14
Traffic Citations	35
Traffic Warnings	32
DUI/DWI	4
FOIAs Answered	4
Special Events Permits Received/ Approved	0/0 51 YTD

Fire Activity	#
Fire	2
Overpressure	0
EMS/Rescue	91
Hazardous Cond.	1
Service Call	5
Mutual Aid Given	8
Good Intent	4
False Alarms	11
Special Incident	0
Plan Review	0
Reinspections	0
Inspections	1

## Emergency Management

- Procured video equipment to support operations in a virtual and physical Emergency Operations Center.
- Conducted unmanned aircraft vehicle (UAV) training with City pilots.
- Developed a training for nighttime unmanned aircraft vehicle (UAV) flying.
- Assembled PPE and health information bags for the VDEM sponsored Health Equity Pilot Program.
- Developed reviews and recommendations for the City safety team.
- Held discussion with Maryland DOT on regional traffic/security camera project.
- Attended the VDEM-led discussion on the state threat assessment plan development.

## Development Services

### Zoning and Inspections

- Completed:
  - 83 building permit inspections and 14 building permits (\$299,057 valuation)
  - 38 code enforcement inspections and initiated 23 new cases
  - 6 new business reviews (4 Zoning User Permits general business, 2 Zoning User Permits home business)
  - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89).

Date	Address	Description	Value
09/03/2020	633 CEDAR CREEK GR	NEW FIXTURES	\$98,600
09/03/2020	1840 AMHERST ST	HVAC FOR CATH LAB	\$24,562
09/03/2020	415 RUSSELCROFT RD	REPLACE A/C & GAS FURNACE	\$7,200
09/03/2020	301 N CAMERON ST	NEW FIXTURES	\$1,000
09/04/2020	335 N PLEASANT VALLEY RD	REPLACE APPLIANCES	\$1,500
09/04/2020	2033 S PLEASANT VALLEY RD	REPLACE 10T HEAT PUMP	\$12,592
09/08/2020	541 HILLMAN DR	PORCH REPAIRS	\$2,000
09/08/2020	1775 NORTH SECTOR CT	TENTS FOR CLASSROOM SPACE	\$5,000
09/08/2020	423 W CECIL ST	KITCHEN REMODEL	\$40,000
09/09/2020	448 W LEICESTER ST	REMOVE OIL TANK	\$100
09/09/2020	581 COLSTON PL APT 201	REPLACE WATER HEATER & EXPANSION TANK	\$4,303
09/09/2020	710 SELDON DR	FINISH ATTIC, ENLARGE MASTER B	\$80,000
09/09/2020	581 COLSTON PL APT 201	REPLACE WATER HEATER	\$0
09/09/2020	601 SELDON DR	INSTALL ROOF MOUNTED SOLAR	\$22,200
<b>Total</b>			<b>\$299,057</b>

## Planning

- Reviewed the Fiscal Impact Analysis submitted for the Planned Unit Development (PUD) rezoning for a 198-unit multifamily development on a 6.23-acre site along the west side of Spring Street. Revisions are being made by the applicant.
- Reviewed proposed PUD rezoning request for the former Frederick County Middle School on Linden Drive.
- Staffed the September 8 Regular Council meeting where the following items were discussed:
  - Conditional Use Permit (CUP) for 1200 Valley Ave to allow for a variety of Neighborhood Convenience establishment uses. Council tabled action to await more specific use and conditions.
  - PUD rezoning for a 39-unit multifamily development on a 9.65-acre site along the east side of Fox Drive for Westminster-Canterbury villas. Updated fiscal impact analysis and a new traffic analysis was presented. A public hearing and vote will be held at the September 22 meeting.
  - Right of Way vacation and conveyance request for a portion of Center Street along the east side of Fox Drive. A public hearing and vote will be held at the September 22 meeting.
  - Major Subdivision for Habitat for Humanity along Chase, West, and Elk Streets comprising 4 single-family home lots (approved).
- Prepared and electronically distributed the September 17 BAR meeting agenda packet.
- Restarted work on Comprehensive Plan chapter narrative updates through assistance of college intern Matt Patterson, a Winchester native who is nearing completion of his graduate degree at GMU in Public Management.
- Continued to conduct plan review and approval of development projects. Resumed in-person customer service following September 8 reopening of City Hall.

## Winchester/Frederick County Tourism

- Participated in a Virginia Tourism Virtual FAM Tour planning meeting to continue working out details for the virtual FAM (Familiarization), which will take place next Friday. This will feature several attractions in the City/County to prospective Canadian travel writers.
- Took part in a Winchester Regional Airport creative/planning meeting to assist in planning for their new promotional/branding videos.
- Held a Tourism Finance Committee meeting to discuss MOU/funding options and recommendations based on the recent Joint Finance Committee meeting.
- Took part in a weekly NSV COVID Economic Response Team meeting.

## Economic and Workforce Development

- Held virtual meetings with prospective businesses and developers interested in Winchester.
- Participated in regional Housing Coalition meeting on shelters for regional homeless population.
- Accepted submissions for and provided assistance to Winchester businesses seeking CARES Act small business grants.
- Participated in Northern Shenandoah Valley Economic Response Team weekly meeting to discuss conditions and individual/collective efforts.
- Participated in a Workforce Initiative board meeting.

## Arts and Vitality & Old Town

- Participated in meeting to discuss events and activities for the holiday season.
- Conducted business retention walks in the Old Town area.
- Continued the Summer Vibe entertainment series in Old Town and continued conversations with Full Circle Marketing on event alternatives.
- Prepared and implemented reopening of the Downtown Welcome Center.

## Public Services

- Work continues on the sidewalk repairs throughout the city.
- Progress continues on the water meter replacement project.
- Assisted in coordinating for the stormwater permit and land disturbance permit needed for the ball field improvements that will be made by Shenandoah University at Jim Barnett Park.
- Addressed numerous concerns from residents about the new fiber installations that Shentel is completing throughout the city.

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,707
Water service lines replaced (number)	5	406
Water meters replaced (number)	42	6,011
Sanitary sewer mains replaced/lined (linear feet)	0	6,697
Sanitary sewer laterals replaced (number)	7	146
Sanitary manholes replaced (number)	1	47
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	1,929	195,292

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	11	101	#
	Mowing	15.47	332.47	Acres
	Miles of streets swept	107.50	2,262.79	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	0	161	#
	Trees trimmed	23	762	#
	Stumps removed	0	173	#
	Trees planted	0	242	
Traffic	Street signs Installed/replaced	9	423	#
	Pavement markings repainted (City)	1,985	11,643	Linear feet
	Pavement markings repainted (contractor)	0	665,997	Linear feet
Refuse & Recycling	Refuse collected	145.21	4,867.28	Tons
	Recycling collected	44.60	1,517.716	Tons
	Large item pickups	4	101	#
Transit	Total passengers	1,926	55,089	#
	Revenue miles pick up/drop off	3,494	95,940	Miles
	Revenue hours pick up/drop off	318.38	9,184.01	Hours
Utility billing	Payments processed	1,646	50,437	#
	New bills mailed out	0	47,246	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	7.11	5.72	Million gallons/day
	Peak daily water demand	7.34	7.81	
Wastewater treatment plant	Average daily flow treated	10.11	7.48	Million gallons/day
	Peak daily flow treated	14.94	17.21	
Water distribution and wastewater collection	Water main breaks repaired	0	12	#
	Water meters read	3,660	57,130	#
	Fire hydrants flushed	65	888	#
	Sewer mains cleaned	3,892	115,862	Linear feet
	After-hours call outs	1	95	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	4	83	#
	Floodplain permits issued	0	32	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	88	764	#
	Land disturbance permits issued	0	10	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	32	1,025	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	26	677	#
	Special events assistance	1	14	#
	Maintenance of pedestrian mall	28	1,038	Staff hours
Equipment maintenance	Total repairs completed	54	1,565	#
Winchester Parking Authority	Work requests completed	4	165	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	4	104	#
	Monthly rental cancellations	8	156	#
	Total monthly leases in all autoparks	-4	1,090	#
	Available monthly spaces in all autoparks	+4	322	#
	Hourly parkers (all four garages)	2,074	60,010	#
	Park-Mobile transactions	735	18,921	#
	Meter violations	178	4,622	#

## Parks & Recreation

- Continued to research programming which may be offered to the community and comply with the criteria of the Governor's re-opening plan. We are finding this to be an extremely challenging task particularly due to social distancing. We are also reviewing how other jurisdiction are addressing these issues.
- Began the Kickball and Ultimate Frisbee seasons.
- Closed the outdoor pool on September 7 for the summer season.
- Opened the indoor pool and Rec Center with normal operating hours on September 8. The pool will offer Lap Swim, General Swim, Aqua Aerobics, Senior Therapy Swim, and rental to Winchester Swim Team (WST) for practices. The current schedule will continue through December 13, after which the schedule will be revised to accommodate high school swim season.
- Met with the other City staff to discuss programming for the upcoming holiday season.
- Released a 9/11 commemorative video on the City's website, Facebook and Channel 6 due to the in-person annual event being canceled.



## Social Services

- Received 51 Benefit Program applications: 28 SNAP, 33 Medicaid, 5 TANF, 0 VIEW, 3 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to: 4,296 Medicaid, 1,672 SNAP, 71 TANF, 18 Auxiliary Grant, 47 individuals receive VIEW services, 44 families/89 children receive Child Care Subsidy Assistance.
- Staff met with social workers and guidance counselors from WPS to prepare for the school reopening and coordination of how WDSS and WPS will work together.
- Family Services Specialist Jim Cozzolino and supervision were selected to participate in the 'Engaging Families with Technology' panel interview because of commendable usage of the new mobile platform, Compass.
- Prepared for the Title IV-E Adoption Assistance review conducted by VDSS. The review includes two cases from October 2019-March 2020.
- Submitted financial records for the Family Services budget lines to VDSS' Quality Assurance and Accountability Team for review, as requested on a semi-annual basis.
- Held the Family Assessment and Planning Team (FAPT) meeting to discuss services and funding available to support the children and families who have been referred to FAPT.

Weekly Activity	#
Clients walk-ins/drop-offs	0/67
Child Protective Service referrals/case management load	8/37
CPS family assessments & investigations of alleged maltreatment	27
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	54/0/0
Adoption subsidy cases/adoptions finalized	50/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	12/26/119
Family Service intakes	3
Family Services Prevention case management load	8
Family Partnership Meetings	6
Adult Protective Service referrals	5
Adult services case management load	4
Adult guardianships/cases	1/82
Adult Protective Service investigations/intakes	16/6
Uniform Assessment Instrument screenings	6
Interstate Compact on the Placement of Children (ICPC) case management	1



## Communications

- Distributed the September 9 CitE-News issue. [View](#)
- Handled 0 media requests for City information and staff interviews; 2 inquiry for WPD.
- Posted the 'City Office Tour' video to show locations of new or hard to find offices. [Watch](#)
- Published the 9/11 commemoration video online. [Watch](#)
- Wrote, produced and participated in the new episode of the Rouss Review Podcast. Topic: City's reopening. Created and posted the transcript. [Listen](#) or [Read](#)
- Produced the new episode of the Police Department's DEFROST podcast. [Listen](#)
- Began editing the new recruitment video for Police.
- Took the drone out to get footage of the city for the new WPD recruitment video.
- Traveled to Capon Bridge with Winchester and Frederick County economic development teams to film the first 2020 Manufacturing Week video of mtvSolar.
- Participated in implementation kickoff meeting with online forms vendor (CARES Act funding). Aim to convert up to 100 of the City's forms to an online version (no PDF or download required).
- Participated in the implementation kickoff meeting with the City's FOIA management vendor to start installation and set up of new plug-ins. Allows for increased security, redaction of documents, invoicing and online payments.
- Updated TV channel and troubleshoot why some uploaded videos would not play.
- Continued designing a Pandemic Newsletter to mail to all city addresses (CARES Act funding).
- Continued promoting Skip the Trip online services.
- Recorded footage for new COVID-19 procedures video for Social Services.
- Designed [flyer](#) to provide directions from City Hall to Creamery Building for staff to distribute as needed.
- Finalized and printed the FY21 Budget In Brief document.

311 Requests Received	#
FOIA	8
New Recycling Bin	3
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	2
Dead Animal in Road	-
Ask a Question	1
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	1
Vehicle Untagged	1
Inoperable Vehicle	1
Total/YTD	17/412

Date	City of Winchester News Releases
9/9	9/11 Memorial event replaced by video in 2020 - <a href="#">read</a>
Date	Articles in <i>The Winchester Star</i>
9/5	Closings for Labor Day holiday on Monday
	BAR backs plans for Sarah Zane apartments

Date	Articles in <i>The Winchester Star</i>
9/8	Developers: The Local will be a boon to the city
9/10	CARES funds to help city residents with expenses
	SU updates council on ball field renovations
	Memorial bench honors fallen officer
	Letter to the editor: Bell would be asset if elected
9/11	Interim fire chief: No more driver-only responses to fires
	Site work to start in October for senior-living center at old hospital location

## Support Services

### Innovation & Information Services

- Configured firewall for Friendship fire station.
- Coordinated with vendor for placement of equipment at ECC server room.
- Assisted Public Services vendor with moving applications to cloud hosted.
- GIS (interactive mapping):
  - Completed GeoCom Map data updates and Fire and EMS call dashboard update.
  - Worked on 2020 Q3 data analysis report from the state for NG911.
  - Continued working to create new schema for parks points, polygons, and facilities. Updated data attributes of park polygons, points, and facilities.
  - Reviewed/Verified 14 new SLF sightings (9/2-9/8) submitted through Stop the Spotted Lanternfly Initiative GIS Open Data site.
  - Configured datasets/workflow for DEMO Election Results dashboard for the City. Dashboard will show all the elected office races that apply to City of Winchester. Results can be filtered by precinct/elected office.
- Continued coding of process to ease credit/refund processing for Personal Property billing software.

Help Desk Tickets	Received	Closed
Accounts	6	6
Applications	0	1
Email	1	2
GIS	4	4
Hardware	12	8
Infrastructure	1	3
Information Only	1	1
Naviline	1	0
Not Assigned	8	1
Reports	7	7
Software	9	10
<b>Total</b>	50	43

